

# We are hiring you as Executive Assistant in one of the most vibrant economic melting pots on the globe



What if you could find a job which would guarantee you profound personal and career development, learning a new language, global network of talents, creative freedom, making an impact and even a competitive salary and all this in one of the fastest growing global economies? We offer you to work in an environment of collaboration, diversity, innovation and continuous improvement being key part of the company's working culture.

What if you could become integral part of one of the fastest growing German family owned business in China, Shanghai Metropolitan Region (Kunshan), as soon as possible? Come to know a worldwide operating enterprise leading in the sector of plastic packaging for industrial applications. We develop, produce and sell innovative products with an outstanding quality level. We give you the great opportunity to drive and build our fast growing business in China. We are the team of Rose Plastic China:

## Rose Plastic China Introduction

[http://v.youku.com/v\\_show/id\\_XNzAzNDU4MDEy.html?spm=a2hzp.8253869.0.0](http://v.youku.com/v_show/id_XNzAzNDU4MDEy.html?spm=a2hzp.8253869.0.0)

[http://v.youku.com/v\\_show/id\\_XODc3MDI3NjM2.html?from=s1.8-1-1.2](http://v.youku.com/v_show/id_XODc3MDI3NjM2.html?from=s1.8-1-1.2)

## Executive Assistant for the China President @ Rose Plastic China

As Executive Assistant (project) you will be responsible to coordinate the China President and its first line, driving the continuous improvement and innovation projects in the company as well as developing our CSR initiatives with our local employees further. If you want to grow and contribute to bring the company to the next level, you are at the right place at the right time.

Furthermore, you will actively participate in the German business society such as AHK as the delegate of M.D. and other external stakeholder arrangements. We offer you a challenging and exciting environment to work in at the economic heart of China as well as career development and competitive salary including further benefits. We have our own gym in the office to take care of our employee's health.

## You Are

- ✓ German College or University Graduate with basic Mandarin Skills!
- ✓ Open minded, quick learner
- ✓ Unyielding integrity
- ✓ Proactive, detail-concerned, timely responsible, team spirit
- ✓ Good communication skills in international multilingual environment / diversified cultures
- ✓ Fluent German and English skills (living experience in German-speaking countries preferred), basic skills in Mandarin preferred
- ✓ Experience of domestic and international travels
- ✓ Professional skills of document management
- ✓ Good knowledge in using Microsoft Office tools (Excel, Outlook, PowerPoint, Word.)

## How to apply

When you are ready, we are ready! Send your CV to our HR [aaron.zhao@rose-plastic.cn](mailto:aaron.zhao@rose-plastic.cn) (cc China President [glen.zhu@rose-plastic.cn](mailto:glen.zhu@rose-plastic.cn))

## This is a +

Scan QR code and send us a short introduction video of yourself and aspiration for the job via Chinese social media platform WeChat.

We will support you on the full visa, relocation and onboarding process in China.



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Innovation Leadership Lab